

## DEPARTMENTAL POLICY

<b>POLICY # 101</b>	<b>SUBJECT:</b> Department Policies
<b>EFFECTIVE DATE:</b> June 17, 1986 <b>REVISED DATE:</b> May 21, 2008	<b>PAGE</b> 1 of 2
<b>AUTHORIZED SIGNATURE:</b>	

## DEPARTMENT POLICIES

### I. PURPOSE

The purpose of this policy is to insure that the Department of Services for Children, Youth and Their Families (DSCYF) will have guidelines for the development of new department policies and for the review, revision or deletion of existing DSCYF policies. DSCYF policies establish the framework in which the department implements its vision of a System of Care (SOC) that thinks of the child first and promotes supportive communities and strong families that nurture children to their full potential. System of Care services and supports are individualized, strength-based, easily accessible, integrated, culturally sensitive, innovative and community centered. Our System of Care principles require a public/private partnership which assures that the voices of children and families, local communities, schools, businesses, the faith community, the donor community and public systems are engaged within the context of governing state and federal laws, rules, and regulations.

### II. POLICY

It is the policy of the Department of Services for Children, Youth and Their Families to develop and implement new policies as necessary and to periodically review existing policies to revise or delete them as appropriate.

### III. DEFINITIONS

*Policy:* Formal guidance to coordinate and execute operations throughout DSCYF. Policies help focus and align attention, resources, and efforts to achieve the department's vision and fulfill its mission.

*Procedures:* The operational processes required to implement departmental policy.

### IV. PROCEDURES FOR REVIEW OF EXISTING POLICIES

A. The Division of Management Support Services shall coordinate a periodic review of

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existing DSCYF policies at least once every three years.

- B. Upon completion of this periodic review, the Director of Division of Management Support Services shall submit a report of the review to the Cabinet, Division Directors, and other department coordinating groups as appropriate.

#### **V. DEVELOPMENT, REVIEW AND APPROVAL OF NEW OR REVISED DSCYF POLICIES**

- A. Upon the request or recommendation of the Cabinet Secretary, Division Director, or program unit, DSCYF leadership will designate a working group to draft a new policy or revise an existing DSCYF policy.
- B. Upon completion of the proposed policy draft or revision, the policy will be forwarded to the Director of the Division of Management Support Services for review by DMSS managers. After completion of this review, the draft policy will be routed to Division Directors and Deputy Directors (and DSCYF's Deputy Attorney General as appropriate) for review and comments within fifteen (15) working days.
- C. The Division of Management Support Services will revise the draft policy to incorporate comments and address issues identified in the review by Division Directors, Deputy Directors, and DSCYF's Deputy Attorney General when appropriate.
- D. The Division of Management Support Services will forward the finalized policy to the Cabinet Secretary for signature. The policy becomes effective upon the date of the Secretary's signature and remains in force until revised or deleted.
- E. The Division of Management Support Services will distribute one (1) copy of each approved policy to the Office of the Secretary and Division Directors and send a universal e-mail notifying DSCYF employees of a new or revised DSCYF policy. Division Directors will disseminate department policy as appropriate within their divisions. Policies will also be published on the DSCYF internet.
- F. The original signed copies of Department policies will be maintained in the Office of the Director of Management Support Services. A copy of the signed policies shall be available in each regional or county office of the department.